

# Retention and Classification Report

**Agency:** Salt Lake City (Utah). Division of Planning and Zoning (1083)

City & County Building  
451 South State, Room 406  
Salt Lake City, UT 84114-5480

## Records Officer

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**AGENCY:** Salt Lake City (Utah). Division of Planning and Zoning

**SERIES:** 6776

3

**TITLE:** Board of Adjustment case card file

**DATES:** 1927-

**ARRANGEMENT:** None

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

This card file is an address index to the Board of Adjustment cases. It is used for easy access to cases. The card file provides the same information as the case file. This file includes case number, address, name of petitioner, summary of request, and Board's decision.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 10/1986

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently and then microfilm.

Microfilm master: Retain in State Archives permanently.

**APPRAISAL:**

Records are microfilmed only for security purposes.

**AGENCY:** Salt Lake City (Utah). Division of Planning and Zoning

**SERIES:** 6777

3

**TITLE:** Board of Adjustment case files

**DATES:** 1927-

**ARRANGEMENT:** Numerical by case number

**ANNUAL ACCUMULATION:** 2.40 cubic feet.

**DESCRIPTION:**

These case files document the zoning activities of the Board of Adjustment. They are used to document the cases brought before the board and its decisions. These files include original application, findings and order, correspondence, and any exhibits such as plot plans or elevations.

**RETENTION:**

Retain permanently.

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 10/1986

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 5 years and then microfilm and destroy provided microfilm has passed inspection.

Microfilm master: Retain in Office permanently.

**APPRAISAL:**

The case files must be kept in the office for approximately five years for reference or possible reopening. Cases older than five years need to be assessed bimonthly for hearings on new cases.

**AGENCY:** Salt Lake City (Utah). Division of Planning and Zoning

**SERIES:** 6777

**TITLE:** Board of Adjustment case files

(continued)

**AGENCY:** Salt Lake City (Utah). Division of Planning and Zoning

**SERIES:** 6775

3

**TITLE:** Board of Adjustment case log

**DATES:** 1967-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

This log lists the cases of the Board of Adjustment. The Board of Adjustment is a group of citizens appointed by the mayor to consider cases called "variances to zoning ordinances." This log includes case number, address, name of petitioner, summary of request, and Board's decision.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 10/1986

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently and then microfilm.

Microfilm master: Retain in State Archives permanently with authority to weed.

**AGENCY:** Salt Lake City (Utah). Division of Planning and Zoning

**SERIES:** 6778

3

**TITLE:** Board of Adjustment meeting minutes

**DATES:** 1927-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

These minutes document the activities of all Board of Adjustment meetings. They are used to refer to for any conditions applied to granting a request and to for discussions surrounding previous applications.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 10/1986

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently.

Microfilm master: Retain in State Archives permanently.

**APPRAISAL:**

Minutes are only microfilmed for security purposes.

**AGENCY:** Salt Lake City (Utah). Division of Planning and Zoning

**SERIES:** 6779

3

**TITLE:** Board of Adjustment notice and executive session agenda

**DATES:** 1962-

**ARRANGEMENT:** Alphanumerical by address

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These agenda files contain the advertised session hearing notifications with notations concerning disposition of items on agendas. They are used as a source of information for reference and duplicates newspaper microfilm as source of legal notice verification. These files include newspaper public notice, agenda for executive sessions with notations concerning disposition of items.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 10/1986

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 7 years and then destroy.

**AGENCY:** Salt Lake City (Utah). Division of Planning and Zoning

**SERIES:** 8699

3

**TITLE:** Census and employment research extract file

**DATES:** 1980-

**ARRANGEMENT:** None

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

This automated file consists of secondary data taken from the U.S. Census Bureau and the Utah Department of Employment Security plus primary data from sample surveys conducted by the city. It is used for research projects. This file includes data from Census Bureau and Department of Employment Security, extracted data from various sources compiled for individual research projects.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 10/1986

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Computer data files: Retain in Agency Record Center for 1 year and then erase.

Computer magnetic storage media: Retain in Agency Record Center for 30 years and then erase.



**AGENCY:** Salt Lake City (Utah). Division of Planning and Zoning

**SERIES:** 4937

4

**TITLE:** City plan

**DATES:** 1919-

**ARRANGEMENT:** Chronological by year published

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These are comprehensive plans for municipal development adopted by the city commission. "Each municipality shall prepare and adopt a comprehensive, long-range general plan for present and future needs of the municipality; and growth and development of all or any part of the land within the municipality" (UCA 10-9a-401(1) (2005)). "The planning commission shall make and recommend to the [city commission] a proposed general plan for the area within the municipality" (UCA 10-9a-403(1)(b) (2012)). The plans serve as a guide for decision-making on rezoning and other planning proposals and as the goals and policies of municipalities attempting to guide land use in local jurisdictions. The plans include "planning commission's recommendations for the development of the territory covered by the plan, and may include, among other things: (a) a land use element; (b) a transportation and circulation element; (c) an environmental element; (d) a public service and facilities element; (e) a rehabilitation, redevelopment, and conservation element; (f) an economic element; (g) recommendations for implementing the plan, including the use of zoning ordinances, subdivision ordinances, capital improvement plans, and other appropriate actions; and any other elements that the municipality considers appropriate" (UCA 10-91-403 (3) (2012)). The plan may also include maps, plats, and charts.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 20, Item 8.

**AUTHORIZED:** //

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in State Archives permanently with authority to

**AGENCY:** Salt Lake City (Utah). Division of Planning and Zoning

**SERIES:** 4937

**TITLE:** City plan

(continued)

weed.

**APPRAISAL:**

Administrative Historical

This plan serves as a guide for decision making or rezoning and other planning proposals and as the goals and policies for Salt Lake City.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Salt Lake City (Utah). Division of Planning and Zoning

**SERIES:** 6784

3

**TITLE:** Condominium approval case files

**DATES:** 1975-

**ARRANGEMENT:** Numerical by petition number

**ANNUAL ACCUMULATION:** 0.70 cubic feet.

**DESCRIPTION:**

These case files document the approval of all condominium construction. Such construction is requested through petition to the city. Building and Housing Services reviews requests for compliance with building codes and Planning and Zoning reviews for compliance with zoning, planning, and legal standards. These files include drawings (record of survey map), related correspondence, and legal documents (articles of incorporation, bylaws and petition).

**RETENTION:**

Retain permanently.

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 10/1986

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently and then microfilm and destroy the original correspondence.

Microfilm master: Retain in Office permanently.

**AGENCY:** Salt Lake City (Utah). Division of Planning and Zoning

**SERIES:** 6784

**TITLE:** Condominium approval case files

(continued)

**APPRAISAL:**

These reviews are required by state statute UCA 57-8 and Salt Lake City Ordinance.

**AGENCY:** Salt Lake City (Utah). Division of Planning and Zoning

**SERIES:** 6785

3

**TITLE:** Environmental clearances case files

**DATES:** 1976-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.40 cubic feet.

**DESCRIPTION:**

These case files record the compliance reviews undertaken for U.S. Dept. of Housing and Urban Development (HUD) grants funded projects (such as Community Development (CD), Urban Development Action Grant (UDAG), and National Environmental Protection Act (NEPA)). Some projects require detailed assessments. These files include forms documenting the project's compliance with Federal environmental regulations (Clean Air Act, Clean Water Act, National Environmental Protection Act) and related correspondence.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 10/1986

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 10 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

OMB Circular 102, section P

**AGENCY:** Salt Lake City (Utah). Division of Planning and Zoning

**SERIES:** 24914

3

**TITLE:** Historic building demolition records

**DATES:** 1995-

**ARRANGEMENT:** Alphabetical by address

**ANNUAL ACCUMULATION:** 6.00 cubic feet.

**DESCRIPTION:**

These records contain documentation of historical and architectural aspects of historic properties that have been approved for demolition by Salt Lake City's Historic Landmark Commission. The documentation typically consists of measured drawings, photographs, and written reports and evaluations.

**RETENTION:**

Retain permanently

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 04/2003

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 months and then transfer to State Archives with authority to weed.

**APPRAISAL:**

Historical

**AGENCY:** Salt Lake City (Utah). Division of Planning and Zoning

**SERIES:** 24914

**TITLE:** Historic building demolition records

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Salt Lake City (Utah). Division of Planning and Zoning

**SERIES:** 6787

3

**TITLE:** Historic register sites project files

**DATES:** 1978-

**ARRANGEMENT:** Alphabetical by status of file

**ANNUAL ACCUMULATION:** 0.30 cubic feet.

**DESCRIPTION:**

These project files contain information on research undertaken on historic sites by the division for nomination to city, state, and/or national registers. These files include nomination forms and photographs for city, state and national register sites, whether eligible, nominated, or accepted.

**RETENTION:**

Retain permanently.

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 10/1986

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently.



**AGENCY:** Salt Lake City (Utah). Division of Planning and Zoning

**SERIES:** 6786

3

**TITLE:** Historical area inventory files

**DATES:** 1978-

**ARRANGEMENT:** Alphanumerical by address

**ANNUAL ACCUMULATION:** 2.30 cubic feet.

**DESCRIPTION:**

These files contain information on historic buildings from the inventories undertaken by the division. They are used for research purposes in making nominations to state and national historic registers. These files include structure/site information forms (contains address, original owner name, present owner name, year built, legal description, condition of building, and other information pertinent to the inventory) with attached photo for each structure in area inventories.

**RETENTION:**

Retain permanently.

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 10/1986

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently.

**AGENCY:** Salt Lake City (Utah). Division of Planning and Zoning

**SERIES:** 6781

3

**TITLE:** Historical Landmarks Committee case files

**DATES:** 1977-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 2.70 cubic feet.

**DESCRIPTION:**

These case files document applications submitted to the Historical Landmarks Committee for approval to alter exterior appearances of (physical changes could be: alterations or additions, anything that needs a building permit) or to construct any new building within a historical district.

**RETENTION:**

Retain permanently.

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 10/1986

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 5 years and then microfilm and destroy provided microfilm has passed inspection.

Microfilm master: Retain in Office permanently.

**AGENCY:** Salt Lake City (Utah). Division of Planning and Zoning

**SERIES:** 6780

3

**TITLE:** Historical Landmarks Committee case log

**DATES:** 1977-

**ARRANGEMENT:** Alphanumerical by address

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

This log is a chronological card index to all Historical Landmarks Committee cases files. The Historical Landmarks Committee reviews physical changes in historic districts in order to preserve integrity of the district. This log includes case number, site address, applicant's name, summary of request, committee's recommendations, and Planning Commission's decision.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 10/1986

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently.

Microfilm master: Retain in State Archives permanently.

**APPRAISAL:**

Log is microfilmed only for security purposes.

**AGENCY:** Salt Lake City (Utah). Division of Planning and Zoning

**SERIES:** 6782

3

**TITLE:** Historical Landmarks Committee minutes

**DATES:** 1977-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.20 cubic feet.

**DESCRIPTION:**

These minutes are of meetings and hearings held by the Historical Landmarks Committee. They are used to reference the decisions of the committee. These minutes include actual minutes, related correspondence, staff reports, attendance rosters, and appendices to each meeting.

**RETENTION:**

Retain permanently.

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 10/1986

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently and then microfilm.

Microfilm master: Retain in Office permanently.

**AGENCY:** Salt Lake City (Utah). Division of Planning and Zoning

**SERIES:** 8696

3

**TITLE:** Land use change file

**DATES:** 1980-

**ARRANGEMENT:** None

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

This automated file contains information necessary to track land use changes at the traffic zone level. The file is processed by one COBOL report program and by Statistical Package for Social Sciences (SPSS) for ad hoc reporting and research purposes. The file is updated monthly. This file includes month, year, tract, traffic zone, activity, old and new Standard Land Use Code, old and new General Land Use code, square feet, dwelling units, acres, and zoning.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 10/1986

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Computer data files: Retain in Agency Record Center for 30 years and then erase.

Computer magnetic storage media: Retain in Agency Record Center for 6 weeks and then erase.

**AGENCY:** Salt Lake City (Utah). Division of Planning and Zoning

**SERIES:** 8694

3

**TITLE:** Land use file

**DATES:** 1985-

**ARRANGEMENT:** None

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

This automated research file contains city land use information. It is used for daily research on site and summary level information. The file is updated continuously from the administrative records of many departments and is backed up annually on tape. This file includes address, zoning, land use codes, acres, square feet, parking, geographic reference codes, and flags indicating associated records on petition file.

**RETENTION:**

Retain permanently.

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 10/1986

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Computer data files: Retain in Office permanently.

Computer magnetic storage media: Retain in Office for 2 weeks and then erase.

Computer magnetic storage media: Retain in Office for 30 years and then erase.

**AGENCY:** Salt Lake City (Utah). Division of Planning and Zoning

**SERIES:** 8694

**TITLE:** Land use file

(continued)

**AGENCY:** Salt Lake City (Utah). Division of Planning and Zoning

**SERIES:** 8701

3

**TITLE:** Land use plat maps

**DATES:** 1980-

**ARRANGEMENT:** Geographical by plat reference number

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These maps illustrate land use in Salt Lake City. They are used for planning research. The maps are continually updated.

**RETENTION:**

Retain permanently.

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 10/1986

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Maps: Retain in Office permanently.



**AGENCY:** Salt Lake City (Utah). Division of Planning and Zoning

**SERIES:** 6771

3

**TITLE:** Monthly construction summary reports

**DATES:** 1970-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

This monthly summary reports construction and demolition activity in terms of permits, cost, and housing units. The report shows the comparison to same month in ten previous years. They are used for statistical analysis of developmental trends. This summary includes month, number of permits issued for new residential buildings (1, 2, 3, or 4 family unit, apartment, 1-family or multi-condominium); cost and number of families involved; non-residential construction showing number of each type of permit issued along with number of families involved; and total construction figures and number for past ten years.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 10/1986

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 10 years and then destroy.

**AGENCY:** Salt Lake City (Utah). Division of Planning and Zoning

**SERIES:** 6772

3

**TITLE:** Petitions log

**DATES:** 1953-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

This log is a listing of petitions submitted to the Planning Commission for recommendation on approval prior to City Council action. It serves as a chronological index to petitions by year and petition number. This log includes petition number, petitioner's name, summary to request, date received, informal hearing date, Planning Commission action taken, date referred to Mayor or Council, and date of public hearing.

**RETENTION:**

Retain permanently.

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 10/1986

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently after being microfilmed.

Microfilm master: Retain in Office permanently.

**AGENCY:** Salt Lake City (Utah). Division of Planning and Zoning

**SERIES:** 8695

3

**TITLE:** Planning and zoning case file

**DATES:** 1927-

**ARRANGEMENT:** None

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

This automated file is related to the Land Use File. It contains zoning administrative cases and is accessed by the same program. The file is used to determine Board of Adjustment actions associated with a particular address, much like the case card index. This file includes Board of Adjustment case number, date results, and comments. This information is stored on hard disk.

**RETENTION:**

Retain permanently.

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 10/1986

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Computer magnetic storage media: Retain in Agency Record Center permanently.

**AGENCY:** Salt Lake City (Utah). Division of Planning and Zoning

**SERIES:** 8698

3

**TITLE:** Population estimates file

**DATES:** 1980-

**ARRANGEMENT:** None

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

This automated file acts as a depository of annual population estimates and input data used to generate them. The information is used for research projects. This file includes number of housing units, vacancy rate, average household size, group quarters population, and residential population for each 250 traffic zones in the city. Also includes values indexing each traffic zone to the city in 1980 for household size and vacancy rate. This file is stored on hard disk and backed up on tape.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 10/1986

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Computer data files: Retain in Agency Record Center for 10 years and then erase.

Computer data files: Retain in Agency Record Center for 1 year and then erase.

**AGENCY:** Salt Lake City (Utah). Division of Planning and Zoning

**SERIES:** 25219

3

**TITLE:** Publications

**DATES:** 1988-

**ARRANGEMENT:** Chronological by year

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These are pamphlets, leaflets, studies, proposals and similar material printed by or for the Salt Lake City Division of Planning and Zoning and made available to the public, or the last manuscript report if not published. Holdings include "Salt Lake City Economic Status Report" (1988).

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 25.

**AUTHORIZED:** 03/12/2015

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

Administrative Historical

These records serve to document the history of the agency and to inform the public of the agency's services and programs.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Salt Lake City (Utah). Division of Planning and Zoning

**SERIES:** 8697

3

**TITLE:** Streets names file

**DATES:** 1985-

**ARRANGEMENT:** None

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

This automated file consists of all legitimate Salt Lake City street addresses. It is accessed by programs which manage the data base for building and housing and business licensing applications, and programs which manage the Land Use File for planning and zoning applications. This file includes name of every street in city with its street or grid value, and address range of legitimate addresses.

**RETENTION:**

Retain permanently.

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 10/1986

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Computer data files: Retain in Agency Record Center permanently.

Computer magnetic storage media: Retain in Agency Record Center for 2 weeks and then erase.

**AGENCY:** Salt Lake City (Utah). Division of Planning and Zoning

**SERIES:** 8693

3

**TITLE:** Subdivision review case files

**DATES:** 1950-

**ARRANGEMENT:** Alphabetical by subdivision name

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These case files document the development history of subdivision plans submitted to the Division of Planning and Zoning for compliance review with zoning ordinances. These files include correspondence, blue line copies of preliminary through final drawings that show developmental history of plan. The files also include staff notes, minutes of meetings, copies of petitions, and maps.

**RETENTION:**

Retain permanently.

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 10/1986

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until final plat recorded and then microfilm and maintain originals.

Paper: Retain in Office until final plat recorded and then microfilm and destroy provided microfilm has passed inspection and provided final plats and street drawing transferred to Engi.

Microfilm master: Retain in Office permanently.

**AGENCY:** Salt Lake City (Utah). Division of Planning and Zoning

**SERIES:** 8693

**TITLE:** Subdivision review case files

(continued)

**APPRAISAL:**

Everything is maintained in the file until the final plat is recorded, whereupon everything is microfilmed. A security copy is sent to Perpetual Storage. A microfilm copy of everything, except correspondence, is used in the office because of the ease in researchng. The originals, except for correspondence, are then destroyed. Since the city's liability in subdivision approval is perpetual, files are very valuable for legal research in case of litigation. They are also very important for historical research purposes. The final subdivision plats and street improvement drawings become a permanent record of the Engineering Division.



**AGENCY:** Salt Lake City (Utah). Division of Planning and Zoning

**SERIES:** 6783

3

**TITLE:** Vacations and ordinances logs

**DATES:** 1972-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

This log is a summary list of ordinances arranged by year. It is used for fixing the date of street or alley vacations. The term "vacation" means to convey a street or alley out of public ownership to the private sector. This log includes list and copies of ordinances concerning street and alley vacation.

**RETENTION:**

Retain permanently.

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 10/1986

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently.

**APPRAISAL:**

The log is maintained permanently for both reference and litigation purposes to determine when a street or alley were legally vacated.

**AGENCY:** Salt Lake City (Utah). Division of Planning and Zoning

**SERIES:** 25841

3

**TITLE:** Zoning administrative decisions

**DATES:** 1995-

**ARRANGEMENT:** Chronological by year

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These case files document the zoning activities of the Board of Adjustment. They are used to document the cases brought before the Board of Adjustment and its decisions. They contain the original application; findings and order; correspondence; and any exhibits such as plot plans or elevations.

**RETENTION:**

Retain 5 years

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 20, Item 1.

**AUTHORIZED:** 04/13/2005

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 5 years and then transfer to Agency Record Center. Retain in Agency Record Center permanently.

**APPRAISAL:**

Administrative Historical

**AGENCY:** Salt Lake City (Utah). Division of Planning and Zoning

**SERIES:** 25841

**TITLE:** Zoning administrative decisions

(continued)

**PRIMARY CLASSIFICATION:**

Public